

I. VISITING HOURS (7/2008)

A. General Population - Contact Visits

1. Inmates are allowed three (3) visiting periods per week with only one period allowed per day. A maximum of two (2) adults, with four (4) visitors total, may visit an inmate at any one time. For example, the following combinations are authorized; (1) adult and up to (3) children or (2) adults and up to (2) children. Any variation to the authorized number of visitors must be approved in writing as a special visit request. Such requests must be submitted to the Deputy Superintendent of Operations.
2. The first visiting period will begin at 1:00 p.m. and end at 3:30 p.m.; the second visiting period will begin at 6:00 p.m. and end at 8:30p.m. Five minutes prior to the ending of a visiting period, the visiting room officer shall announce a 5 minute warning. All visitors and inmates will end their visits during this time period.
3. If the visiting room becomes crowded, the visits that commenced first will be terminated; however, visits will be at least one (1) hour in duration.
4. Visitors will not be allowed to gain entrance between the hours of 2:40-3:30 p.m. and after 8:00pm. The last visitor processed must be in the Pedestrian Trap by 2:30 pm to be allowed entrance for the 1:00 - 3:30 PM visiting session.
5. Inmates will be allowed visits according to their housing assignment as indicated below.

NORTH HOUSING

Sunday
Wednesday
Friday

SOUTH HOUSING

Tuesday
Thursday
Saturday

There are no visits on Monday unless a holiday falls on that date. Holiday visits will be charged to the inmates' weekly visiting allowance. North and South Housing holiday visits will alternate from the first visiting period, 1:00pm-3:30pm, and the second visiting period, 6:00pm-8:30pm, each holiday. Notices are posted in the Lobby and

- Housing Units prior to the holiday with the times.
6. Counsel and Confidential Contact Rooms

SBCC's General Population Visiting Room has conference rooms designated as confidential contact visiting areas for use by the inmates and Attorneys (and/or the Attorneys' representatives).

B. Visiting Hours For Non-Contact General Population Inmates

1. The superintendent or his/her designee may at his or her discretion, restrict the visiting privilege of an inmate to the non-contact area. The inmate shall be notified of this action by the superintendent or his/her designee in writing.
2. Non-contact visitation will continue until such time that the superintendent or his/her designee determines that resuming general population contact visiting privileges is appropriate. Review of non-contact visitation for general population inmates will occur monthly with a written notice sent to the inmate.
3. This specific section is not intended to address non-contact visiting restrictions that are as a result of a sanction imposed by the disciplinary hearing officer.

C. Visiting Hours For Special Management Unit Inmates

1. Inmates housed in the Special Management Unit (SMU) shall receive non-contact visits. For security reasons, due to the location of the SMU, only one adult will be allowed to visit a SMU inmate at a time. The visit will be held in the non-contact visiting area of SMU. Visits must be scheduled 24 hours in advance and will be one (1) hour in duration. Inmates are allowed two (2) visits per week, just as the non-contact visits for general population are. No visit can be scheduled more than ten (10) days in advance. Visitors arriving twenty (20) minutes late for their scheduled visit will not be permitted to visit. Visiting appointments will be made according to the following three day schedule.

<u>Sunday</u>	<u>Wednesday</u>	<u>Friday</u>
9:00am -10:00am ----->		
10:00am-11:00am ----->		
1:00pm-2:00pm----->		
6:00pm-7:00pm----->		
7:00pm-8:00pm----->		

2. Visits can be scheduled by calling the sergeant of the North or South SMU Monday through Friday between 8:00 a.m. and 10:00 a.m. or between 6:00 p.m. and 8:00 p.m. Inmates on detention status (disciplinary sanctions) can only receive attorney visits. Attorney visits shall take place in the non-contact visiting rooms.

D. HSU Inmate Visitation

1. Inmates housed in the Health Services Unit (HSU) for medical reasons shall receive visits in the general population visiting room if medically approved. Their visiting periods shall coincide with that of the unit they were assigned to prior to HSU placement. Visitors will be required to schedule an appointment for these visits, on the appropriate day, at least twenty-four (24) hours in advance by calling the HSU sergeant between the hours of 10:00 am and 2:00 pm, Monday through Saturday. Visiting periods cannot be scheduled more than ten (10) days in advance. Scheduling appointments will facilitate availability of escorting staff due to the inmate residing apart from the general population. (See attached schedule for general population visits N/S).

E. J-1 Unit

1. Inmates are allowed three (3) visiting periods per week with only one period allowed per day. A maximum of two (2) adults, with four (4) visitors total, may visit an inmate at any one time. For example, the following combinations are authorized; (1) adult and up to (3) children or (2) adults and

up to (2) children. Any variation to the authorized number of visitors must be approved in writing as a special visit request. Such requests must be submitted to the Deputy Superintendent of Operations. Inmates housed in J-1 Sector I and Sector II may be in the visiting room at the same time, however they will not be placed directly next to an inmate from a sector other than the one to which they are assigned.

2. Visits for the J-1 housing unit will take place Tuesday evenings from 6:00 pm to 8:30pm, and Thursday and Saturday Mornings from 9:00 AM to 11:00 AM. Five minutes prior to the ending of a visiting period, the visiting room officer shall announce a 5 minute warning. All visitors and inmates will end their visits during this time period.
3. If the visiting room becomes crowded, the visits that commenced first will be terminated, however, visits will be at least one (1) hour in duration.
4. J-1 will have holiday visits from 9am to 11 am.

II. SBCC VISITOR DRESS CODE

- A. The following restrictions shall apply to all visitors (including minors), entering Souza-Baranowski Correctional Center.

The following items are **NOT ALLOWED** to be worn by any visitor: (Exceptions for children under the age of 10.)

1. Bare feet.
2. Bathing suits or shorts.
3. Any clothing that displays a **gang affiliation** or is in any way attributable to gang culture.
4. Any clothing similar to that issued to an inmate or uniformed personnel.
5. Double layered clothing on the bottom half of their person (ex: two (2) pairs of pants, two (2) pairs of underpants, or skirt and slacks, etc.).
6. Drawstring Clothing.
7. Easy access clothing.
8. Excessively baggy, loose, thick, or heavy clothing.
9. Farmer jeans of any type: shorts, dress, pants, overalls, jumper, etc.
10. Fatigue or camouflage clothing.

11. Hair ribbons, bands, barrettes, or hair accessories of any type.
12. Hooded clothing.
13. Jackets, coats or vests of any type.
14. Jeans of any type or color are not allowed by males
15. Jewelry.
16. Leather, or clothing with excessive metal.
17. Leotards, bodysuits of any type.
18. Sandals, clogs, flip-flops, etc., or any shoe with an open area.
19. Sheer, excessively revealing or transparent clothing.
20. Dresses or skirts will not exceed 4" above the knee, no slits or opening extending 4" above the knee.
21. Sleeveless clothing, tank tops, halter tops, muscle shirts, or clothing that reveals the midriff or exposes the back. Tube tops of any type are not allowed.
22. Sweatshirts, sweatpants, wind pants or exercise clothing.
23. Ties.
24. Tight Clothing.
25. Wrap-around skirts.
26. Zippers that go the full length of the garment.
27. T-shirts with logos are not allowed; however, shirts without a collar should be allowed in.

B. Requirements for all Visitors

1. Shoes must cover the entire foot and be tied upon completion of the search.
2. Traditional undergarments must be worn.
3. All shirts or tops must be tucked into clothing and must remain tucked in at all times.

C. Exception to Dress Code

1. Female visitors may wear jean pants.
2. Sweaters may be worn.
3. Hairpieces (i.e.: toupees, wigs, extensions, weaves) may be worn but are subject to search.
4. Jewelry: wedding ring and medical alert bracelet.
5. Underwire Bras are allowed. (FAIL METAL DETECTOR - will require a personal search)

D. Attorney Exceptions to the Dress Code

1. May wear earrings, wristwatch, and religious medals.

2. May wear suit coat or suit jacket, vest, and ties.
3. Hair accessories are permitted and will be subject to search.

E. Restrictions and Limitations

1. No jewelry is allowed into the visiting room except a wedding/engagement ring and a medical alert bracelet. Main lobby locker keys are allowed.
 2. All clothing that is worn must be neat and presentable. No clothing that is excessively torn or ripped will be allowed. No pants that have ripped lining pockets will be permitted to be worn into the visiting room.
- F. Any visitor who does not conform to appropriate visiting regulations will be barred for the day. **Visitors will not** have the opportunity to change into appropriate clothing that they may have in the vehicle, etc.
- G. Inmates are permitted to bring into the visiting room: I.D. Card, wedding band, medical alert necklace/bracelet, one religious medal, and headwear that is religious in nature.
- H. Any medication that has been approved by the Shift Commander to enter the visiting room must be kept at the officer station in an envelope. All envelopes are to be marked with the visitor's name and contents of the envelope, with the exception of inhalers.
- I. visitors are only allowed to visit one (1) inmate housed at SBCC. Exception will be if the visitor is related by blood, i.e., brother, father. Visitors will be required to request permission from the Superintendent in writing if they choose to visit another inmate.
- J. Visitors are allowed to enter the Visiting Room once a day. Once a visitor leaves the Visiting Room and/or institution, they will not be permitted re-entry.

III. VISITOR RULES AND PROCESSING PROCEDURES

A. Inmate Visitor Processing

1. Upon entering the Institution lobby, all visitors must sign the "Visitor Sign In Sheet" (483p1 Attachment D). Visitors will be issued a "Request to Visit Inmate" form by the Visitor Processing

Officer one half-hour (¹/₂) prior to the start of visiting hours.

2. When the visitor turns in the Request to Visit Inmate form, the Correction Officer must check the form to ensure it has been completed properly. The officer will then check the disciplinary list for loss of visit status, transportation list, and barred visitor list to ensure the visitor should continue the entrance process. The officer shall also ensure the visitor has current photographic identification such as a driver's license, passport or welfare card. The Superintendent may make exceptions to this at his/her discretion.
3. When the visitor's name is in the barred visitors book or the inmate being visited is on isolation status or out of the institution, the visitor shall be notified of such by the processing Officer. When there are no discrepancies, the Request to Visit Inmate form shall be stamped with the time, and the unit and process number shall be written on the slip.
4. The officer in the visitor processing area then calls visitors by using the visitor sign-in sheet, going in sequence. There will not be more than five (5) visitors called at one time.
5. Once the Request to Visit Inmate form is received and approved, the unit in which the inmate is housed will be notified of the visit by the Visiting Room Officer.
6. The visitor(s) shall review the visitor information book located in the lobby of the institution to see what is allowed inside the facility i.e., wedding bands, engagement rings, prescription glasses, medical alert bracelets, and will ensure that all other articles have been properly secured. Medical appliance, brace, ace bandages, casts, dressings, and medical alert bracelets/necklaces will be subject to search.
7. When the visitors have an infant or small child, they will be allowed to bring one (1) clear plastic baby bottle with either formula, milk, water, or juice. A (diaper/burping) cloth will be allowed. Visitors with an infant or small child in need of disposable diapers shall ask the officer

in the visiting room. If the visitor has a baby bottle which requires a disposable plastic insert, it will be allowed in; however, the visitor will be instructed to bring a clear plastic baby bottle for future visits, unless it is medically documented that the disposable type is required.

8. If a female visitor needs to breast-feed her child during a visit, the visitor must exit the visiting room, and nurse her child in the designated nursing area located in the front lobby. Before the inmate's visitor leaves the visiting room, the Visiting Room Sergeant\OIC will inform her that she will be allowed to return to the visiting room if time permits! The inmate will be placed in the Non-Contact visiting area until the visit returns back to the visiting Room.
9. If time permits, upon completion of the baby's feeding, the visitor shall be placed at the top of the visiting process list and be reprocessed through the pedestrian trap.

B. Entrance Procedures

1. Before the visitor enters the processing area, they will be required to remove belts, shoes, and all outer garments, and place them, along with any infant items and locker key, in the container on the table. Any additional items that enter this area will be placed in the provided container and reported to the searching officer. There will be a visual review of each person and a search of all items that enter this area. All garment pockets will be turned inside out. All pockets that cannot be turned inside out will be subject to search by the officer.
2. All inmate visitors are required to successfully pass a metal detection search. If the visitor fails the metal detection search a personal search shall be required. The visitor will be given the opportunity to leave prior to the personal search unless provisions provided in 501.04 (D)(4)(e) Inmate Visitors (I) exist. Inmate Visitors shall also be subject to the "personal search of the day". The 7x3 Shift Commander will daily designate a random number as the personal search of the day. This number changes each day. Search of the day

will be logged in the Pedestrian Trap log, as well as in the Outer Control IMS log. The visitor will sign their name and the inmate's name they are visiting in the logbook provided. The searching officer will also sign, date, and record the type of search performed.

3. **ALL INSTITUTIONAL VISITORS (EXCLUDING LAW ENFORCEMENT OFFICIALS), REGARDLESS OF THE SEARCH OF THE DAY WILL HAVE TO SUCCESSFULLY PASS THROUGH THE METAL DETECTOR.** When the visitor has successfully passed through the metal detector, the visitor will then regain possession of the articles in question. All visitors age ten (10) years old and above will receive a stamp on their inside wrist, as designated daily by the Shift Commander.

Any Visitor who does not successfully pass the metal detector may be subject to the following searches:

- a. **Hand-held scanners** may be used to aid in determining the reason why an individual was unable to successfully pass through the walk-through metal detector. Unsatisfactory search results from the scanner search may result in further search methods, such as;
- b. A **personal search** shall be required if the visit fails the walk-through and hand-held metal detector. All personal searches will be conducted within the Pedestrian Trap Search Room by a correctional employee of the same sex as the visitor. Prior to the personal search authorization will be requested from the shift commander.

NOTE: In accordance with 103 DOC 501.04 (D,4,e), **Inmate Visitors, the visitor must be given the opportunity to leave prior to a personal search unless:**

- i. The employee has those arrest powers granted by the authority of M.G.L., c. 127, §. 127 and;
- ii. The employee has probable cause to believe that the visitor has committed an arrestable offense; and

- iii. The employee has probable cause to believe that the visitor has seizable evidence concealed on his person.
- c. Upon failure of the above, staff shall request that the inmate visitor submit to a more extensive search. This search may include removing an article of clothing or up to and including a strip search. **Strip searches may take place only with the approval of the Superintendent or a designee.** Any visitor who is asked to remove any article of clothing or submit to a strip search must read and sign the log located in the processing area. Visitors must be informed that they may leave the institution rather than submit to a more extensive search. Any visitor who refuses a more extensive search will be denied entry. A report must be submitted to the shift commander explaining the circumstances and outcome of any searches. The report should then be forwarded to the Superintendent.
- d. Any visitor who refuses to be strip-searched shall be told that she/he may not attempt to visit again until she/he has written permission from the Superintendent or his designee.
- e. All strip searches shall be conducted in the search room located in the pedestrian trap. Two officers shall be present when a strip search is conducted with at least one of the officers being of the same gender as the visitor being searched. Only Officer(s) of the same gender as the visitor shall be in the search room during the search. If only one officer of the same gender is available the officer of the opposite sex shall remain outside of the room but immediately available should an incident occur.
- f. Due to the potential for contraband being introduced into the institution via a child's diaper, it will be required that all diapers be changed in the pedestrian trap search room, by the parent (visit), under the supervision of the processing officer. Disposable diapers shall be provided by the institution. If a baby is requiring to wear a cloth diaper for

medical reasons, the visiting parent shall be required to show documentation of this (i.e.: Doctor's note). The parent will be required to undo the cloth diaper to allow for examination by the pedestrian trap officer. Also, if an additional cloth diaper is to be brought into the visiting room, the visit shall be required to open it for staff examination. If the child's diaper needs to be changed during the visit, the parent (visit) and child will be escorted to the Pedestrian Trap where the child will be changed in the search room under staff supervision. Visiting room staff, as well as Pedestrian Trap staff shall have a supply of disposable diapers for this purpose.

C. General Visiting Procedures

1. No visits are allowed for inmates on isolation status. When an inmate is in isolation and cannot receive his visits, every effort will be made to allow the inmate to notify his visit of his non-visiting status. In circumstances in which an inmate cannot make a phone call, at the inmate's request someone from the unit team will notify the visit.
2. Carrying guns or other weapons, controlled substances, alcohol, or other contraband items in or out of the institution or on state property is strictly prohibited, and may result in the loss of visiting privilege and/or criminal prosecution.
3. Visitors are required to lock their cars and secure personal items either in their car or in a locker available in the Main Lobby.
4. Visitors will be allowed to carry out of the visiting room what they brought in with them.
5. The pedestrian trap officer will check the hand stamp of all visitors before they exit the institution.
6. In the event it is count time and a visit is over, the inmate shall not be allowed to leave until the count is completed.
7. In the event the visiting room is at full capacity,

visits will be terminated in order by slip number. The first visitors in will be the first visitors terminated, after a one-hour duration.

NOTE: **General population visits are designated as limited contact.** The inmate and visitor are allowed a very brief welcoming and departing embrace and closed mouth kiss. The inmate and visitor will sit side by side with their feet on the floor and will maintain correct posture. Inmates and visitors shall be allowed to hold hands. The visitors' and inmates' backs should have contact against the seat backrest. The visitor and inmate will not lay their head on the shoulder or against the head of the other. Rubbing of arms or legs of the other will not be permitted. Conversational voice volume is to be used distracting loudness will not be permitted to disturb other visitors.

IV. CHILDREN VISITATION

A. Regulations

1. No child who was a victim of the inmate's offense shall be authorized to visit without the authorization of the Commissioner or designee.
2. All children (17 years or younger) wishing to visit must be accompanied by an adult in possession of the child's birth certificate. The birth certificate must be an original (long form) and an official document with a raised town seal on it.
3. Children accompanied by an adult other than their parent/legal guardian must have written permission from the parent/legal guardian. A Minor Request Form must be filled out and notarized in advance of the visit and sent to the Institution for the Superintendent's signature. The visitor must bring the copy of the minor consent form and original (long form) birth certificate with them to the visit.
4. Children in the visiting area shall be the responsibility of the adult visitor and shall not be allowed to engage in disruptive behavior or the visit will be terminated.

**** NO MINOR MAY BE LEFT UNATTENDED IN ANY AREAS ****

**ON STATE PROPERTY INCLUDING BUT NOT LIMITED TO
VEHICLES, LOBBY, ETC.**

B. Children's Area

1. The children's area shall consist of four small round tables with chairs at the front of the visiting room. This is to allow supervision by the visiting parent / guardian.
2. The children's play area shall be supervised by the visiting parent / guardian and the visiting room officers. The visiting parent / guardian shall be responsible for their children's conduct and actions at all times.
3. The institution shall provide children's reading material, coloring books, and crayons approved by the Superintendent for the children's play area. These shall remain in the area of the children's play tables at all times during the visiting periods.
4. The children's reading materials, coloring books, and crayons shall be secured and stored by the visiting room staff after the visiting period is over.

V. BATHROOM FACILITIES

1. Visitors shall notify the Visiting Room officer prior to using the bathroom area. Children under the age of ten (10) must be accompanied by the parent or guardian other than the inmate.
2. The officer will unlock the bathroom door and allow the visitor to enter. The officer will remain outside the bathroom door.
3. All visitors will be pat searched inside the restroom before being allowed back into the visiting room. Visitors are expected to keep these areas clean.
4. The restroom facilities are available for use at the discretion of the Officer in Charge. If in the event the visitor is unable to wait until such time that restroom facilities are available, the visitor has the option to end the visit and leave the

institution. The visitor will not be allowed to re-enter the institution for the remainder of the day.

5. Inmates and visitors will not be allowed to use the restrooms from ½ hour prior to the end of visits until the visiting period is over.
6. Inmates are not authorized to utilize restrooms within the visiting room. Inmates may leave the visiting room to use the facilities in his housing unit. He will not be permitted to return to the visiting room.

VI. FUNDS/CORRESPONDANCE

Visitors may not drop off money deposits during visiting hours. SBCC inmates can only receive funds through the mail. Visitors cannot drop off any correspondence to inmates during visiting hours.

VII. TRANSPORTATION

A. Visitor Parking

1. All inmate visitors shall park in the visitor's parking area located directly in front of the institution.
2. A vehicle should never be left running unless it is occupied. Therefore, the use of remote control or keyless ignition type starters will be prohibited by all inmate visitors in Institution parking lots.
3. People who are providing a ride to an inmate's visitor, who are waiting for the visiting period to end, must leave state property.

B. Public Transportation

The MBTA Train schedule and a taxi telephone numbers listing is posted in the locked cabinet near the payphones in the lobby of the institution.

VIII. RULE VIOLATIONS

- A. Any violation of visiting rules by inmates may result in disciplinary action and/or loss of visiting privilege.
- B. Any violation of visiting rules by visitors may result in termination of the visit and loss of visiting privilege.

C. Visitor Smoking

The smoking, possession or other use of tobacco products by visitors is prohibited in all Department of Correction facilities and on all DOC property.

D. Visitors Access to Rules and Regulations

A copy of the institutional visiting rules and procedures shall be made available to any visitor who requests one. Along with this, requests for directions to the facility and local transportation information shall be provided (483p1 Attachment C).

IX. OUTSIDE HOSPITAL VISITS

- A. Inmates temporarily confined to an outside hospital, other than the Lemuel Shattuck Hospital, will not be allowed visits unless the inmates medically determined to be in critical condition or imminent danger of death.
- B. Outside Hospital visit requests can be made by contacting the Superintendent's office. Visit approval will be document in writing and forwarded to the Shift Commander. The Shift commander or designee will contact the outside hospital detail with the visit information (i.e. duration of visit, visitor information and any additional special circumstances) this will be documented in the outside hospital detail logbook.

X. SPECIAL VISITS

Exceptions to the visiting schedule, duration of visits, the number of people allowed to visit at one time, and/or other requests can be approved under special circumstances. Such requests must be submitted in writing to the Deputy Superintendent of Operations. Special visit approval will be documented in writing and a copy will be sent to the requesting visitor, the inmate, the visitor processing desk and outer control.